

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 07-Jan-2000		4. REQUISITION/PURCHASE REQ. NO. 08133871		5. PROJECT NO.(If applicable)	
6. ISSUED BY NAVAL SURFACE WARFARE CENTER, CARDEROCK DIVISION BLDG 4, PHILADELPHIA NAVAL BUSINESS CENTER, PHILADELPHIA, PA 19112-5083		CODE N65540		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. N65540-00-R-0005	
				X		9B. DATED (SEE ITEM 11) 22-Dec-1999	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the document; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN THE REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A.THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B.THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C.THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D.OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) See Page 2.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) REGINA SHUSTER / CONTRACTS			
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 07-Jan-2000	

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SECTION SF 30 BLOCK 14 CONTINUATION PAGE

The following changes are made to the solicitation:

1. Section B:

Page 7 - Labor Category "QA" is changed to read "Quality Assurance Manager*" and "QA (OT)" is changed to Read "Quality Assurance Manager (OT)*."

Page 9 - The Quality Assurance Manager is added to the labor categories designated as Key Personnel.

2. Section C:

Page 19 - Paragraph 3.1.4 is changed from "Quality Assurance Inspector" to "Quality Assurance Manager."

3. Section I

Page 48 – Clause 52.222-41, entitled "Service Contract Act of 1965, As Amended (May 1989)" is deleted.

4. Section K

Page 76 - Clause 52.219-1(a)(1), entitled "Small Business Representations (May 1999) Alternate I (Oct 1998) & Alternate II (Nov 1999)" is changed to insert SIC Code "3731" in paragraph (a)(1) and "1000 employees" in paragraph (a)(2).

5. Section L

Page 83-94 - The section entitled "Proposal Preparation Requirement" is deleted and replaced with the following:

PROPOSAL PREPARATION REQUIREMENT

This section specifies the format that offerors shall use in preparing proposals in response to the Request for Proposal (RFP). The government's intent is not to restrict the offerors in the manner in which they will perform their work but rather to ensure a certain degree of uniformity in the format of the responses for evaluation purposes. Offerors must submit a proposal that is legible and comprehensive enough to provide the basis for a sound evaluation by the government. Information provided should be precise, factual, and complete. Legibility, clarity, completeness, and responsiveness are of the utmost importance. Any proposal that does not offer, at a minimum, that which is required by this solicitation, may be determined to be substantially incomplete and not warrant any further consideration.

It is requested that offerors prepare their proposals in accordance with the following organization, content and format requirements to assist the government in making a complete and thorough evaluation of all proposal. Proposals shall be submitted as three separate documents, as follows:

Documents	Original	Copies
NSN 7540-01-152-8057	50336-101	OPTIONAL FORM 336A (4-86) Sponsored by GSA FAR (48 CFR) 53.110

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Solicitation, Offer and Award Document (SF-33)	1	2
Technical Proposal	1	3
Cost Proposal	1	2

The "originals" shall be clearly identified as the "ORIGINAL", and bear the original signature(s) of the offeror. The "copies" shall be complete and clearly identified as "COPY" or "DUPLICATE".

In order to facilitate the evaluation process, it is requested that offerors also submit their cost proposal spreadsheets on diskette (in addition to the hard copy requirements stated above). Diskettes shall be in 3.5 inch, high density format, and it is requested that the spreadsheet files be compatible with Windows 95 Version 4.0, Excel 97 Version 8.0. The provision of these spreadsheet files on diskette in no way relinquishes the offerors responsibility to provide hard copies of the cost proposal.

VOLUME I - BUSINESS VOLUME

SOLICITATION, OFFER AND AWARD DOCUMENT (STANDARD FORM 33) - This document, which may be used as part of the contract award document, shall be fully executed and returned as a separate document from the technical and cost proposals. Special attention should be taken to accurately enter the prices required in Section B, complete all Representations and Certifications in Section K and ensure that an authorized person signs the offer in Block 17 of Page 1. The document SHALL NOT be embellished with any cover or binding. If the offeror makes any qualifications to any provisions in the RFP, all such qualifications shall be listed in a cover letter to the proposal. Qualifications may also be annotated on the Solicitation, Offer and Award document, if such annotation is necessary to clarify the qualifications.

COST PROPOSAL

To assist the Government in determining cost reasonableness/realism for this effort, the offeror shall provide sufficient detailed cost information with the proposal to make this determination. In preparing the cost proposal, it is essential that the offeror breakout and identify separately for each year of the contract, the following types of cost elements listed below. The following is only an example of the various types of cost elements which may be applicable but not necessarily limited to:

Direct Labor Costs:

(1) Information including the name, title, and actual hourly rate shall be provided by the Offeror for each individual proposed for the labor categories identified in Sections C. If the Offeror proposes direct labor rates based on a composite rate structure, then the Offeror shall clearly identify the individuals comprising the composite, their respective actual hourly rates, and method used to derive the composite rate.

(2) If an Offeror's proposed labor category differs in name from those listed in Section C., a chart shall be included which identifies how these categories correspond to the ones listed in the solicitation.

(3) The Offeror shall identify any escalation rates utilized in the preparation of their cost proposal, and shall provide historical information pertaining to the actual escalation rate experienced over the past three (3) year period.

(4) Offerors are reminded that the staff proposed in the technical proposal must be the same staff proposed in the cost proposal.

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(5) The Offeror shall provide a copy of the Employment Contract for any individual proposed who is not currently employed by the Offeror or subcontractor (if proposed).

Subcontracting Costs: The proposal shall include subcontract cost data in the same level of detail as provided for the offeror. Any subcontracting costs shall be supported. It is the Offeror's responsibility to ensure that this support documentation is received by the Government within the timeframe (i.e. closing date) established for this instant solicitation.

Consultants: If applicable, provide a detailed listing of consultants expected to be used, rationale for selection and associated costs which are proposed for reimbursement. Include those items of costs associated with consultants (i.e. hours proposed, and hourly rate). A copy of the Consultant Agreement shall also be provided by the Offeror.

Indirect Rates: Offerors shall list the cost elements that comprise the overhead, general and administrative expenses, and the other indirect pools. All indirect rates shall be summarized. Offerors shall list proposed indirect rates, DCAA recommended rates, and historical actuals (audited and unaudited) for the past three years. If proposed rates reflect negotiated forward pricing rates, a copy of the current forward pricing rate agreement shall be provided. If the rates are not negotiated forward pricing rates, then the basis for the proposed rates shall be explained.

Facilities Capital Cost of Money: If this cost element is proposed, the offeror shall provide information pertaining to the derivation of the FCCOM costs (i.e. FCCOM factors and application bases).

Fee: Identify the fee rate and total amount proposed and identify the various cost elements for which the fee is being applied.

Support Costs: These costs reflect all other direct costs which are not labor costs. For proposal purposes, the not-to-exceed (NTE) amounts for the support costs (material, travel and computer usage) have been identified in Section B. Along with these costs, the Offeror may include a cost element associated with a G&A/handling rate associated with these costs. If a G&A/handling rate is proposed for these support costs, the Offeror shall identify these costs and their applicable rate as provided in Section B. Lastly, It should be noted that all support costs are non-fee bearing costs.

Volume II – Integrated Technical/Management Volume

The technical/management proposal should be written so that management and engineering oriented personnel can make a thorough evaluation and arrive at a sound determination as to whether the proposal meets the requirements of this solicitation. To this end, the technical proposal shall be so specific, detailed and complete as to clearly and fully demonstrate that the prospective contractor has a thorough understanding of the technical requirements contained in Section C of this solicitation.

Statements such as "the offeror understands," "will comply with the statement of work," "standard procedures will be employed," "well known techniques will be used" and general paraphrasing of the statement of work are considered inadequate. The technical proposal must provide details concerning what the contractor will do and how it will be done. This includes a full explanation of the techniques, disciplines, and procedures proposed to be followed.

The technical proposal shall not contain any reference to cost; however, information concerning labor allocation and categories, consultants, travel, materials, equipment and any information of interest to technical reviewers shall be

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contained in the technical proposal in sufficient detail so that the offeror's understanding of the scope of the work may be adequately evaluated. The technical proposal shall be page numbered, contain a table of contents and shall address in detail the following information:

TECHNICAL APPROACH AND MANAGEMENT PLAN

The Integrated Technical/Management Volume shall be submitted using a combination of written and oral presentation formats and must address the related evaluation factors contained at Section M. The offeror shall comply with the following in responding to each evaluation factor.

This section shall provide details on the methodology which the offeror will follow in performing the required tasks. The proposed methodology shall demonstrate the offeror's understanding of the support required for tactical development exercises and the analysis of data obtained from these exercises.

This section shall provide a realistic schedule and allocation of support for the tasks described in the Statement of Work. In addition, this section shall describe the proposed organizational responsibilities and reporting structure of the project. Proposed policies and procedures for managing and directing the effort shall be addressed, including a discussion of procedures for dealing with unusual or difficult areas encountered during performance.

FACTOR: Technical Knowledge, Qualifications and Experience

This factor shall be addressed in the offeror's oral presentation. The offeror shall provide a comprehensive and complete response to this evaluation factor as defined in Section M.

a. FACTOR: Personnel Skills, Experience and Education

This factor shall be addressed in the offeror's oral and written presentations.

The written portion shall be the key personnel's resumes. The specific format for the written resumes is provided at subparagraph (1) below. **Offerors must comply with this format or the government will not evaluate the resume.** At a minimum, the offerors must designate the following individuals as key personnel for this effort:

- Program Manager
- Site Foreman
- Project Manager
- Quality Assurance Manager

The oral presentation portion for this factor shall provide a comprehensive and complete response to this evaluation factor as defined in Section M. The detailed written resumes of the key personnel should not be presented at the oral presentation; however, the offeror should summarize, at the oral presentation, their key personnel staffing approach and why they selected these individuals as key personnel for the effort. The oral presentation shall also address the corporate policies and practices that will be used to ensure the recruitment and retention of competent technical personnel during the life of the contract.

(1) Offeror's shall use the following format for written key personnel resumes:

Labor Category:	
Name:	Security Clearance:
	Current Employer:
Education/Training: <i>(list degree obtained, institution, year obtained)</i>	

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NOTE: If subcontractors are to be used, resumes of the key personnel shall be included in this section, with the present company affiliation clearly identified. All of the requirements of this section shall apply to the use of subcontractor personnel, as well as the prime contractor's personnel.

b. FACTOR: Management Program

This factor shall be addressed in the offeror's oral presentation. The offeror shall provide a comprehensive and complete response to this evaluation factor as defined in Section M.

c. FACTOR: Commitment to Quality

This factor shall be addressed in the offeror's oral and written presentations.

The oral presentation portion shall provide a comprehensive and complete response to this evaluation factor as defined in Section M.

The written portion shall be a copy of the offeror's NSA-approved QA Plan for those areas relevant to this effort.

FACTOR: Corporate Resources and Capabilities

This factor shall be addressed in the offeror's oral presentation. The offeror shall provide a comprehensive and complete response to this evaluation factor as defined in Section M. As part of the oral presentation for this evaluation factor, the offeror shall provide a Manpower Resource Matrix in the format shown below. This matrix will assist the government in determining if the offeror has adequate manpower in all "blue collar" trades required at all operational locations. In providing this information, the offerors should assume the following (note: the

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percentages and locations denoted below are for proposal preparation purposes only and shall not be construed as a contractually binding commitment in any way by government):

- Seventy-five percent (75%) of the SOW tasks will be performed at:
 - Norfolk
 - Mayport
 - San Diego
- Fifteen percent (15%) of the SOW tasks will be performed at:
 - Ingleside
 - Pascagoula
 - Pearl Harbor
 - Bremerton
- Ten percent (10%) of the SOW tasks will be performed at:
 - Guam
 - Everett
 - Earl
 - Sasebo
 - Yokosuka

MANPOWER RESOURCE MATRIX

LOCATION <i>(the specific locations where the offeror's trade personnel will be assigned)</i>	TRADE CATEGORY <i>(list the categories of trade personnel (electricians, pipefitters, etc.) assigned and available at each location)</i>	NUMBER OF MANPOWER <i>(list the total number of trade personnel for each category assigned and available)</i>	COMPANY <i>(list the company name that the trade personnel are employed with)</i>

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Specific Submission Instructions – Volume II

The government intends to evaluate the Integrated/Technical Management Volume by evaluating both written and orally presented proposal information. The written proposal information for Volume II will consist of the following:

Copy of Oral Presentation Slides

The offeror shall provide a copy of their oral presentation slides in Volume II. The following instructions apply:

- a. Do not include any pricing or cost information in the presentation slides or any portion of the Integrated Technical/Management Volume.
- b. Presentation slides shall be prepared on transparencies for use with an overhead projector. The offeror shall not submit or use, and the government WILL NOT accept for evaluation, a presentation in any other medium. Transparencies shall be prepared in black and white only (no colors permitted) using Microsoft PowerPoint 97. Graphics may be used but should not be overly elaborate. The overhead transparencies, shall conform to the following specifications:

Maximum Number of Slides:	35
Size of Slides:	8 ½ x 11” utilizing 1/2 inch margins Landscape style
Font type and size:	Any type and size permitted, but must be easily readable in an overhead projection presentation format.

- c. Offerors should be aware that the government expects charts to be easily readable, legible and concise. Presentation charts deemed not easily readable, legible and/or concise by the government may result in a degraded evaluation rating for the offeror or possible elimination from the competition due to non-responsiveness to solicitation requirements.
- d. Offerors should retain the original transparencies and send only copies of their oral presentation charts to the government in Volume II. Offerors must bring their own transparencies to the oral presentation. Once copies of the oral presentation charts are placed in proposal Volume II and submitted to the government, no changes are permitted in the original transparencies. Offerors who present transparencies in the oral presentation that have different information than the copies provided to the government in Volume II may receive a degraded evaluation rating or possible elimination from the competition due to non-responsiveness to solicitation requirements.

Other Written Proposal Information – Volume II

In addition to a copy of the oral presentation slides, the offeror shall also provide the following written proposal information in Volume II:

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- a. **Executive Summary:** An Executive Summary in Volume II that addresses your overall approach to satisfying the requirements contained in the Integrated Technical/ Management Volume. The Executive Summary is limited to not more than three (3) type-written pages in length using 8-½ X 11 size paper, .75-inch margins on each side and 1.0-inch margins on top and bottom (not including headers and footers). The Executive Summary should be prepared in 12-point, Arial font.
- b. **Key Personnel Resumes:** Written key personnel resumes must be submitted based on the format provided at 2.3b(1) above. Resumes shall not exceed two (2) pages in length using 8-½ X 11 size paper, .75-inch margins on each side and 1.0-inch margins on top and bottom (not including headers and footers). Resumes should be prepared in 12-point, Arial font. Note: In key personnel labor categories where offerors elect to submit more than one name/resume to perform the effort (e.g., Site Foreman), the offerors are limited to submitting no more than three (3) names/resumes for that labor category.
- c. **NSA-Approved QA Plan:** Offerors should provide those portions of their NSA-approved QA Plan that are relevant to this effort.
- d. **Staging Support Capability Synopsis (OPTIONAL):** Offerors who elect to bid on CLIN 0002, Staging Support, must submit a 3-page capability synopsis that addresses their capability to perform this aspect of the SOW. The capability synopsis shall provide a comprehensive and complete response to the applicable tasks contained in the SOW. Offerors should address their approach to providing staging, transfer and storage facilities that have loading dock features, are security system protected and are operated within the local safety and environmental regulations, provisions and laws. Further, the offeror should provide adequate evidence in their submission that they have or can secure facilities meeting necessary square footage requirements. The government will evaluate the offeror's Staging Support Capability Synopsis using the evaluation criteria provided in Section M as applicable.

The Capability Synopsis shall not exceed three (3) pages in length using 8-½ X 11 size paper, .75-inch margins on each side and 1.0-inch margins on top and bottom (not including headers and footers). The Synopsis should be prepared in 12-point, Arial font.

Oral Presentation Process

General

After submission of the offeror's written proposal information (Volumes I – III), the government will perform an initial evaluation of proposals and consider two options: (1) make awards without further discussions with offerors; (2) establish a competitive range consisting of the most highly rated offerors and proceed to the oral presentations phase. If a competitive range is established, the government intends to hold discussions and issue a Call for FPRs with all offerors remaining in the competitive range.

Notification of Oral Presentation Date, Time, Location

Written notification of presentation date, time, and location will occur as soon as practicable after the proposal submittal date. Only one offeror will present on a given day. It is anticipated that oral presentations will be conducted at the Naval Surface Warfare Center, Building 4, of the Philadelphia Naval Business Center. The CO will randomly determine the order for oral presentations. The offeror shall confirm receipt of the notification for oral presentations by return facsimile to the CO. The offeror's point of contact for the presentation, telephone, and

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facsimile numbers shall also be included in the confirmation. The government reserves the right to reschedule an offeror's oral presentation at the discretion of the CO. Requests from offerors to reschedule their presentations will not be entertained unless it is determined necessary by the government.

Presentations in Person

Oral presentations must be made in person. Submission of videotapes or other forms of video in lieu of the oral presentation will not be authorized and will be rejected.

- Equipment

The government shall provide one overhead projector for use during the offeror's oral presentation. No other audio-visual equipment may be used by the offeror.

Attendees

Each offeror may have a total of six (6) people in attendance at the oral presentation. The six-person limitation includes presenters and non-presenters. The offeror shall have a maximum of four (4) people on their oral presentation team. This maximum number includes subcontractors. The proposed Program Manager and a Site Foreman, both of whom must be employees of the Prime Contractor, must be a part of the presentation team. **In addition, all presenters must be listed in the offeror's proposal as "key personnel."** Consultants or other non-employees are not permitted. No professional presenters will be allowed. The members of the presentation team must be persons whom the offeror (or their subcontractor) will actually employ under the prospective contract. If significant portions of the work will be subcontracted, members of the proposed subcontractor's staff who will actually perform as a subcontractor employee under the contract may make that portion of the presentation relative to the work they will be performing. All individuals representing the offeror should be knowledgeable experts ready to respond to questions from the government. Senior leadership representing the offeror or subcontractor may attend as part of the maximum six (6) attendees but may not present or answer questions during the oral presentation.

- Videotaping

The government reserves the right to videotape the presentations. This videotape may be used by the government during the evaluation process.

- Time Limitations and Other Stipulations

A strictly enforced time limit of 60 minutes will be allowed for the oral presentation. The offeror will be allowed access to the presentation facility 15 minutes prior to the start of their presentation for the purpose of inspection and set-up. At the outset of the presentation, the offeror shall provide the government with a list of names, firms and positions of all individuals who are in attendance at the oral presentation. Offerors are cautioned that contingent hires or subcontractors may be used by more than one offeror. Each presenter will introduce him or herself to the government representatives and explain the role he or she will play in the event of a contract award. Other than the offeror's overhead transparencies submitted on the closing date of this solicitation, no other presentation media shall be used. Overhead transparencies may not be changed after submission and the offeror shall not provide additional written documentation to the government at the oral presentation. The content of the offeror's oral presentation shall be consistent with the slides submitted by the offeror. If conflicting information is presented between the oral presentation and the overhead slides, the overhead slides shall take precedence. No cost, price, or fee information shall be contained in the oral presentation.

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Further, offerors are cautioned that their oral presentation should be consistent with the information on the transparencies. Offerors whose presentation strays significantly from the outline provided on the transparencies may be evaluated by the government as having an inherent lack of understanding of their proposal, which could adversely affect their evaluation rating.

- Sample Task

At the completion of the 60-minute oral presentation, the government will provide the offeror a previously unidentified sample task, which is reasonably reflective of the requirements of this solicitation. The offeror will be given 60 minutes to review and prepare a response to the sample task. The offeror will then be given 60 minutes to demonstrate its understanding and explain its approach, allocation of resources, and overall resolution of the sample task. The offeror's response to the sample task will be considered part of the their Integrated/Technical Management proposal and will be evaluated in accordance with Section M. The offeror's response to the sample task may be presented by any of the oral presentation team members. The oral presentation team will be provided flipchart paper and blank overhead transparencies with markers to use in preparing the sample task oral presentation. The offeror shall turnover the transparencies and any flipcharts used to the government at the conclusion of their presentation. The government reserves the right to have a government representative observe the offeror's activities as they prepare their sample task response.

- Questions and Answers

After completion of the oral presentation and sample task presentation, the government will open discussions with the offerors and proceed to ask questions about the offeror's oral presentation/sample task response. During the question and answer session, only members of the presentation team may respond. During the question and answer session, the government may address any aspect of the offeror's proposal (Integrated Technical/Management, Past Performance, Price, etc.). The government's questions will not be limited to the content of the oral presentation but may consider any aspects of the offerors oral or written proposal. The government in accordance with criteria set forth in Section M will evaluate answers provided by the offeror during the question and answer session.

Summary of oral presentation time limits:

Offeror set-up	15 minutes
Oral Presentation	60 minutes
Break	15 minutes
Sample Task Review	60 minutes
Sample Task Oral Presentation	60 minutes
Break	15 minutes
Questions & Answer Session	30 minutes

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Volume III – Past Performance Volume.

The offeror shall demonstrate past performance and corporate experience as it relates to the Scope of Work tasking areas provided in the Statement of Work. The government will use this information to evaluate both past performance and corporate experience in fulfilling contracts.

The Navy intends to review the Contractor Performance Assessment Reporting System (CPARS) ratings of an offeror's performance of relevant contracts. In the event the Navy cannot obtain adequate CPARS rating information regarding a particular offeror, the Navy will use the Past Performance Information Form discussed below and may review other relevant past performance information from sources other than those identified by the Offeror. General trends in a contractor's performance will also be considered. Additionally, when subcontractors perform significant parts of the effort, their past performance may also be evaluated.

Each offeror has the opportunity to provide in its proposal any information regarding its past performance of contracts similar to the Navy's requirement that it would like the Navy to consider. Such information may be in the nature of additional information to that which the Navy has readily available, or which has already been rated under the CPARS system, or which the offeror considers essential to the Navy's evaluation or explanatory information of substandard or poor performance and the corrective actions taken to prevent a recurrence. The Navy reserves the right to verify statements and representations made in an offeror's proposal.

To assist the Navy in performing the past performance evaluation defined above, offerors should list all relevant work performed for the Government that equals or exceeds \$1,000,000 (for service and information technology contracts), \$5,000,000 (for operation support). The offeror may identify Federal, State and Local government and private contracts that are similar to the statement of work for ongoing contracts or contracts completed in the past three years. Offerors that represent newly formed entities, without prior contract experience, should list previous contract and subcontract experience, as required above, for all key personnel identified the proposal.

Volume III is the Past Performance Volume and should be prepared based on the information below.

- The offeror shall complete the attached (Attachment IV), Past Performance Information Form, for submission of past performance data. The contractor shall submit recent and relevant past performance information for no more than three (3) previous/current contracts that are most relevant to the work contemplated under this solicitation. A separate Past Performance Information Form shall be submitted for each contract. Past performance information may include contracts entered into with federal, state, and local governments and/or commercial customers. Offerors that are newly formed entities without prior contracts may submit information regarding contracts held by their subcontractors or contracts in which their key personnel were substantially involved (the offeror shall discuss in detail the role performed by such persons in the contracts cited). In order to be considered recent, the services must have been provided within the last three (3) years. Any contracts submitted for consideration must have been underway for at least six (6) months as of the date of release of this solicitation. The most relevant contracts will be those that most closely match the solicitation requirements in terms of scope, magnitude, and complexity. Relevant contracts are further defined as those prime contract efforts performed by the company or their subcontractors which have demonstrated the team's ability to successfully perform the requirements of this solicitation. Only one (1) of the previous/current contracts cited in the past performance submission may be with Naval Surface Warfare Division, Carderock Division.

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- Each Past Performance Information Form must be completed in its entirety and contain at least three (3) current points-of-contact at the federal, state, local government and/or commercial entity for which the contract was or is being performed. The three points of contact shall be the CO, program/project manager, and the CO's representative (COR). If the points-of-contact identified cannot be located, based on the contact information provided by the offeror, the past performance information shall not be considered or evaluated and will have an adverse impact on the offeror's evaluation.
- The Past Performance Information Form cannot exceed two (2) pages in length for each contract effort provided, and should be prepared using 8 ½ X 11 size paper, .75-inch margins on each side and 1.0-inch margins on top and bottom (not including headers and footers). The forms should be prepared in 12-point, Arial font.
- In addition to the Past Performance Information Forms submitted by the offerors, the government also intends to use the attached Past Performance Questionnaire to collect additional past performance information from (1) those government and/or commercial contract references provided by the offeror; and (2) any other relevant references deemed useful by the government. The government may also use other past performance data sources to collect relevant past performance data. The offerors are responsible to notify the points-of-contact provided as commercial contract references and give them permission to provide past performance information to the government.
- Do not submit any past performance information in addition to the Past Performance Information Forms (i.e., letters of appreciation, etc.). Any information submitted by the offerors, other than Past Performance Information Forms, will not be considered or evaluated by the government.
- If the offeror has no relevant past performance, they shall affirmatively state that they possess no relevant past performance.
- Past performance information pertaining to a subcontractor cannot be disclosed to the prime contractor without the subcontractor's consent. Therefore, if the use of a subcontractor is proposed, submit the subcontractor's written consent to allow the government to discuss the subcontractor's past performance assessment with the offeror. Offerors should note that the government considers the prime's past performance as more relevant, for the purposes of evaluation, than subcontractor past performance.
- The government will not restrict its past performance evaluation to information submitted by offerors but will also consider any other relevant information in its possession. The government reserves the right to contact the points of contact identified in the offeror's proposal for the purpose of verifying the offeror's record of past performance. However, the burden of providing thorough and complete past performance source data remains with the offeror.

6. The closing date of this solicitation is established as 07 February 2000.